Legislative Services Agency (LSA)

Legislative Services Agency (LSA) has created the **Legislative Staff Portal** to provide members and staff of the S.C. General Assembly Legislative Network access while working away from the Legislative Complex. The **Legislative Staff Portal** enables secure email and file access from internet capable desktop computers, laptops and mobile devices such as tablets, pads and smart phones.

Legislative Staff Portal provides a custom desktop with access to:

S.C. Code of Laws	Annotated version of the SC Code of Laws
Microsoft Outlook E-mail	Access to Email, Calendar, Contacts
Microsoft Word	With the capability of saving files to your personal Network Drive.
Microsoft Excel	With the capability of saving files to your personal Network Drive.
Microsoft PowerPoint	With the capability of saving files to your personal Network Drive.
Employee Leave System	Legislative Leave system
Internal Website	Training Materials such as the Training Calendar and Legislative
	Directory
User Documents	Access directories containing your Microsoft Word, Excel and
	PowerPoint files. Edit and save files within the Legislative network via
	the Portal.

Access the Legislative Staff Portal

NOTE: Installation instructions can be found at **www.scstatehouse.gov**. Select the Training and System Information link (available while accessing the website within the LSA network at the State House Complex).

1. From the South Carolina Legislature website -www.scstatehouse.gov - click the Staff Portal link.



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2. Enter your **Legislative Network username** and **password** in the "**Welcome**" dialogue box.

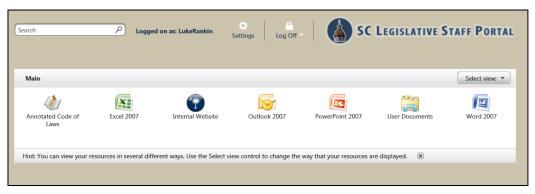
Remember, your network password is <u>case-sensitive</u>.

- 3. Click the Log On button.
- 4. When log-in is complete:
 - the Citrix Staff Portal icon will appear on your Systray near the bottom of your computer's screen

and

• the S.C. Legislative Staff Portal Desktop will be presented.





Please Note:

The quality and speed that you experience within the Legislative Staff Portal can be affected by several factors such as:

- your internet connection type (such as broadband or dial-up)
- your Internet Service Provider (ISP)
- your internet connection speed (ISPs offer various levels of speed, such as Turbo and Ultimate)

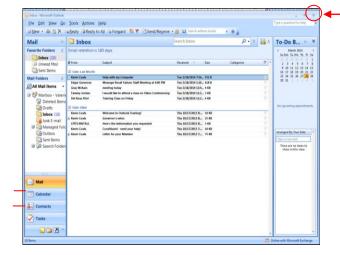
Legislative Services Agency (LSA)

TO CLOSE E-MAIL

Accessing Microsoft Outlook (E-mail)



- 1. Click the **Outlook** icon application loads.
- . There will be a brief waiting period while the **Outlook**
- Your Microsoft Outlook e-mail window will appear.
- 3. Click the desired E-mail item to open and read it.



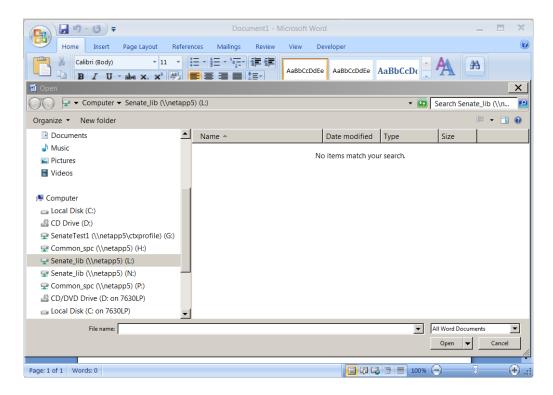
- 4. Click the Calendar button to access Outlook calendar
- 5. To Click the **Contacts** tab to access Outlook contacts.
- 6. Click the "x" in the upper right corner of the **Outlook** window to return to the Legislative Staff Portal.

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Accessing Microsoft Word, Excel or PowerPoint



- 1. Point to the desired LSA application.
- 2. Click once to open the LSA application.
- 3. Utilize the programs as needed.
- 4. **NOTE**: Files can be opened and saved to your Legislative Network locations or your Local Disk, including your local My Documents and Pictures libraries.



5. Click the "x" in the upper right corner of the program window to exit the application and return to the Legislative Staff Portal.

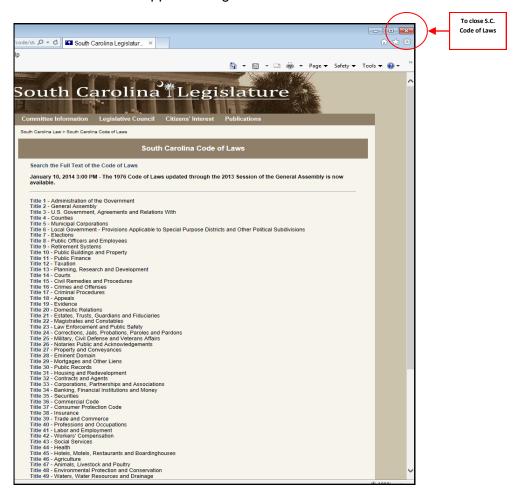
Legislative Services Agency (LSA)

Accessing the S.C. Code of Laws

1. Click the **Annotated Code of Laws** icon . There will be a brief waiting period while the **Annotated Code of Laws** application loads.

Annotated Code of

2. The S.C. Code of Laws window will appear listing all the Titles to the Code of Laws.

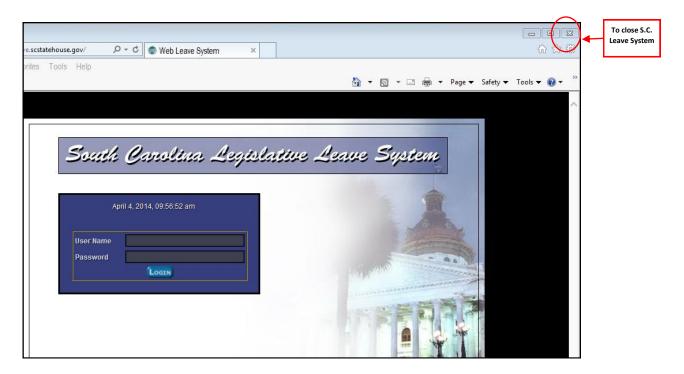


- Click the desired S.C. Code Title link in order to open.
- 4. Click the "x" in the upper right corner of the **Annotated Code of Laws** application window to return to the Legislative Staff Portal.

Legislative Services Agency (LSA)

Accessing the S.C. Legislative Leave System

1. Click the **Leave System** icon Leave **System**. There will be a brief waiting period while the **Leave System** application loads.



- 2. The **S.C. Legislative Leave System** log-on dialogue box will appear.
- 3. Log-in as normal to access leave information.
- 4. Click the "x" in the upper right corner of the **S.C. Legislative Leave System** application window to return to the Legislative Staff Portal.

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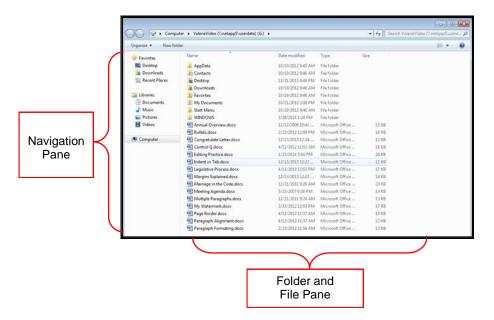
Accessing User Documents

1. Click the **User Documents** icon . There will be a brief waiting period while the network give you access to files located on **Network Drive G:** (your network personal drive.)

User Documents

Files located on Network Drive L:\ are not accessible via the LSA Staff Portal.

2. The **Open Dialogue Box (Windows Explorer window)** will appear displaying files and folders located on **Network Drive G:**.



Controlling the display of information in Open Dialogue Box (Windows Explorer window)

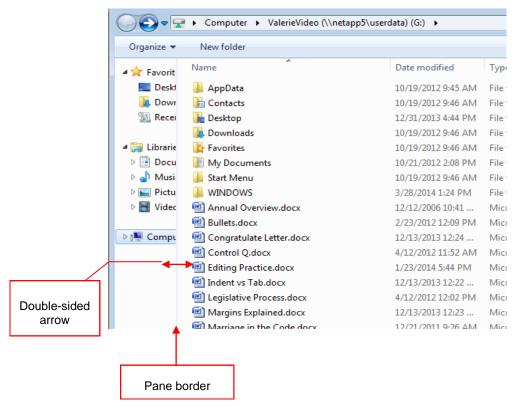
You may need to adjust the width of panes in the left and/or right panes of **Open Dialogue Box** to see information more clearly.

Here's how: a. Hover on the column border located in the right edge of the (Navigation Pane.

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Accessing User Documents (continued)

a. Your mouse pointer will change to a double-sided horizontal arrow
when your mouse is in the correct position on the pane border.



- b. **Depress** and **hold** your left mouse button.
- c. Push the mouse to the left or right to increase or decrease the width of the pane until information is clearly visible.
- 2. **Double-click** to open the desired file **or**
- Double-click to open the desired folder.
- 4. The associated editing application will open along with the file that you select.

Example:

Double-clicking a Microsoft Word document will automatically open the file in Microsoft Word.

Double-clicking a Microsoft Excel spreadsheet will automatically open the file in Microsoft Excel.

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Accessing User Documents (continued)

- 5. You may open multiple files and multiple applications simultaneously.
- 6. Make editing changes to your file(s).
- 7. Remember to **save** the file before closing the application.
- 8. Click the "x" in the upper right corner of open LSA the application window(s) to return to the Legislative Staff Portal.

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There will be a brief waiting period while the

Accessing the Internal South Carolina Legislature website

Advantages of accessing the internal South Carolina Legislature website.

- The annotated version of the S.C. Code of Laws as well as history lines can be search.
- Complete access to all LSA Training materials and Training Calendar.
- The Legislative Staff Directory is accessible.



- 1. Click the Internal Website icon Internal Website loads.
 - 1. The <u>Internal</u> Legislature



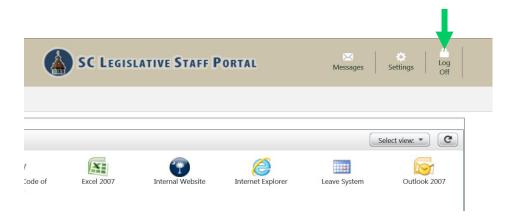
South Carolina website will appear.

- 2. Navigate to the desired link.
- 3. Click once to activate link.
- 4. Click **the** "x" in the upper right corner of the **S.C. Legislative Leave System** application window to return to the Legislative Staff Portal.

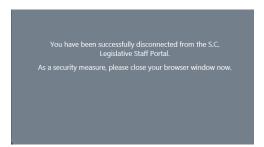
Legislative Services Agency (LSA)

Disconnecting from the Legislative Staff Portal

1. Click Log Off, when you've completed your remote access session.



A confirmation window will be displayed - confirming that your session has been disconnected.



 LSA strongly advises that you Close your internet browser window immediately to complete the log-off process.



5. Legislative Staff Portal Sessions are limited to three (3) hours.